

25 July 1983

## Security

### INFORMATION SECURITY PROGRAM

This operating instruction sets up requirements for the Collateral Information Security Program in AF/IN and specific AFIS activities. It lists specific responsibilities to implement the provisions of DOD 5200.1R/AFR 205-1 and any applicable local supplementing instructions. It applies to all AF/IN activities, AFIS activities located in in the Pentagon, Bolling AFB, and Ft Meade as concurred in by the Commander, AFIS. The reader should first refer to the DOD and Air Force Information Security Program regulations for basic policy and procedures. Send requests for changes and interpretation to this operating instruction to AF/INA.

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Supersedes AFISR 205-2, 14 July 1981.

No. of Printed Pages: 12

OPR: AF/INA (Mrs. M. K. Brown)

Distribution: F

**1. Reference Material:**

- a. DOD 5200.1R/AFR 205-1, Information Security Program.
- b. HOI 205-1, Information Security Program.
- c. AFR 205-43, Safeguarding NATO Classified Information.
- d. AFR 205-57, Reporting and Investigating Espionage, Sabotage, Terrorism and Subversion.
- e. INOI 200-5, Release of Classified Foreign Intelligence Material to US Contractors.

**2. Policy on Collateral Information Security Program.** AF/IN and applicable AFIS activities must comply with this operating instruction and other applicable Information Security Program Regulations (ISPRs).

**3. Security Education Program.** Directors and chiefs of comparable level offices are responsible for maintaining an active security education program per AFR 205-1, Chapter X. The directorate security manager supervises this program. Reading of this regulation is a part of the security education program.

**4. Security Manager Appointments:**

a. Chief, Administrative Support (AF/INA) is appointed the Headquarters Security Manager (SM) for AF/IN and Headquarters Information Security Program Manager (ISPM) for all AFIS activities.

b. Security managers are appointed at directorate level. Further appointments may be made at the discretion of directorate SM with coordination by AF/IN SM/AFIS ISPM.

**5. Security Manager Responsibilities:**

a. AF/IN SM/AFIS ISPM:

(1) Serves as point of contact with AS/DCOS on security related matters, security incidents, and security orientation programs.

(2) Attends AS/DCOS quarterly SM meetings.

(3) Conducts AF/IN-AFIS quarterly SM meetings.

(4) Monitors downgrading and declassification actions and challenges to classification.

(5) Monitors semiannual security self-inspection.

(6) Takes appropriate action on security incidents and violations.

- (7) Keeps Top Secret Control Officer (TSCO) and alternate(s) roster.
- (8) Keeps a master list of AF/IN-AFIS original classification authorities (OCAs).
- (9) Keeps a roster of AF/IN-AFIS SMs.
- (10) Monitors approvals to escort and handcarry classified material aboard commercial passenger aircraft outside the US, its Territories, and Canada.
- (11) Monitors the AF/IN-AFIS Agency Information Security Program Data Report.
- (12) Receives AS/DCOS staff assistant visitors, reviews reports, and corrects procedures as necessary.
- (13) Conducts AF/IN-AFIS staff assistance visits.
- (14) Monitors AFR 205-57, Reporting and Investigating Espionage, Sabotage, Terrorism, and Subversion briefing.

b. Directorate SM:

- (1) Sends to AF/IN SM/AFIS ISPM, a letter of appointment signed at the directorate level and arranges for an introductory briefing (room 4C118, ext 697-6175 or 697-3869).
- (2) Serves as point of contact for all security related matters in their area of responsibility.
- (3) Attends AF/IN-AFIS quarterly SM meetings and passes on to all assigned personnel information gathered at the meeting.
- (4) Complies with the following office security procedures for physical inspections at the end of each workday to make sure that:
  - (a) Classified material is stored according to physical requirements of the office.
  - (b) Unclassified trash containers do not have any classified material in them before placed outside an alarmed area.
  - (c) Individuals are briefed on their additional responsibilities when working after normal duty hours.
- (5) Makes sure that AFVA 205-9, Classified Reproduction Authorized, is posted by each piece of reproduction equipment, and that the equipment is located in an area that is under constant surveillance of personnel responsible for enforcing rules.

(6) Makes sure that only authorized containers are used for storage of classified information and serves as contact point for problems relating to inspections, maintenance, and repairs to safes. Checks each safe for turn-in to make sure that no classified material is left in the safe and that a factory combination is set before safe is turned in.

(7) Sets up procedures for numbering safes per HOI 205-1.

(8) Schedules personnel for locksmith class on how to change combinations.

(9) Makes sure that newly assigned personnel are briefed on handling of classified material before they are assigned duties.

(10) Gives all personnel at least an annual refresher briefing on protection of classified information.

(11) Gives Security Test (AFHQ Form 64) to newly assigned personnel and annually thereafter.

(12) Gives communications security (COMSEC) training required by AFR 100-45, Volume 1.

(13) Makes sure that newly assigned personnel attend AS/DCOS videotape security orientation.

(14) Makes sure that newly assigned personnel are briefed on AFR 205-57 requirements and attends annual briefing given by AFOSI.

(15) Briefs personnel on proper reproduction of classified materials. (Branch chiefs or above may determine who can reproduce classified information.)

(16) Gives foreign travel briefings to persons who have access to classified material and who will be traveling to a communist controlled country (see DOD 5200.1R/AFR 205-1, paragraph 10-102). Debriefs the returnee and reports any suspected hostile intelligence effort to AFOSI/IVO, District 4, Andrews AFB MD, through appropriate SM/ISPM.

(17) Keeps a security manager's notebook and file. This notebook and file, as a minimum, must contain the security manager's designation letter, internal security operating instructions, the last two semiannual self-inspections, the latest security program review, the last four copies of the quarterly security manager's meeting minutes, the latest copy of the Original Classification Authority (OCA) list, self-inspection checklist, AFHQ Form 64, and AFP 205-11, Security Manager's Guide. The notebook should also include security related materials such as correspondence on new security policies and procedures, AF/DCOS security briefs and handouts, and documentation that shows individuals have received the required orientation briefing and annual AFR 205-57

briefing. Documentation can be reflected on AF Form 591, Ancillary Training Record, for military, and AF Form 971, Supervisor's Record of Employee, for civilians. A letter or memo for record will suffice. Security managers will also have readily available, either in the notebook or in a central library, the following security regulations: DOD 5200.1R/AFR 205-1, AFR 100-45, Volume 1, AFR 205-57, and AFR 205-32. HOI 205-1 and HOI 205-50 will be on file in AF/IN activities.

(18) Makes sure that military and civilian personnel who have had access to classified information complete AF Form 2587, Security Termination Statement, when they:

(a) End employment or are temporarily separated for 60 days or longer.

(b) Are reassigned from significantly sensitive duties for which special access procedures have been established (i.e., SIOP-ESI, NATO, etc). Send statements completed by civilians to Air Force Security Clearance Office (AFSCO). Attaches those completed by military personnel to the AS/DMPCU Letter, Relocation Processing, and returns to AS/DMPCU. NOTE: Send AF Form 2584, Record of Personnel Security Investigation and Clearance, if available, to AFSCO when that person is transferred or employment ends.

## 6. Original Classification Authorities:

a. The following officials are authorized to make original classification determinations in AF/IN-AFIS:

(1) TOP SECRET - The Assistant Chief of Staff, Intelligence (AF/IN).

(2) SECRET:

(a) Commander, Air Force Intelligence Service (AFIS/CC).

(b) Commander, Air Force Special Activities Center (AFSAC/CC).

(c) Director of Estimates (AF/INE).

(d) Director of Security and Communications Management  
(AFIS/INS).

(e) Director of Attache Affairs (AFIS/INH).

(f) Chief, Aerospace Intelligence Division (AFIS/INOZ).

(3) CONFIDENTIAL:

(a) Director of Target Intelligence (AFIS/INT).

(b) Director of Intelligence Reserve Forces (AFIS/RE).

b. Only designated officials may exercise original classification authority; it may not be redelegated. However, authority may be exercised by an official designated to act in the absence of the official having such authority.

c. Requests for additions of changes to this list must be fully justified per AFR 205-1, paragraph 1-600. Send requests to AF/INA.

## **7. Classifying, Downgrading, and Declassifying:**

a. Officials listed in paragraph 6 are responsible for the continued review of regrading and declassifying classified information held in their custody for which they have original classification responsibility.

b. Declassification and downgrading authority is further delegated to those officials with technical knowledge of classified programs, projects, and plans for which their offices exercise primary functional interest.

## **8. Safekeeping and Storage of Classified Material:**

a. Classified material will not be taken home, read, studied, displayed, or used in any manner in a public place or vehicle.

b. A suitable container such as a manila envelope, briefcase, attache case, or pouch is used to transport classified material outside an immediate office.

c. At no time is classified material placed in a SF Form 65, US Government Message Envelope.

d. AF Form 144, Top Secret Access Record and Cover Sheet, is affixed to Top Secret material and stays attached to the document while in custody of controlling Top Secret Control Officer (TSCO).

e. AF Form 144a, Cover Sheet for Classified Information, is attached to Secret and below material upon removal from files or when received from an outside agency.

f. Classified material may only be transmitted from one accountable or controlling office to another through appropriate distribution channels. The only exception is when private vehicles must be used to courier the material between places of duty when DOD bus service or DOD staff cars are not available. In this case, make sure that classified material is stored in an authorized security container at the close of the day.

g. When a private vehicle must be used to courier classified material, two cleared individuals will accompany the material if at all possible. The material is not stored in any detachable storage compartment.

h. Optional Form 62, Safe and Cabinet Security Record, is placed on the outside of each security container or alarmed area used to store classified material.

i. Combinations to security containers are changed only by individuals having that responsibility and an appropriate security clearance. Combinations are changed when placed in use; whenever individuals knowing the combination no longer require access; at least annually if US material is stored and every 6 months if NATO, Confidential, and above information is stored. Combinations must also be changed whenever maintenance to the locking device is done by persons other than the custodian. Combination changes are recorded on AF Form 502 as a sole means for determining if combinations are being changed when required.

j. Combinations to safes or vaults are selected at random and not be related to a person, event, or name. All containers will have a totally different combination. Do not use a "system" to relate combinations to each other. To avoid problems in the locking mechanism, the first combination number should not be below 15 and others be at least 10 numbers apart.

k. The AFSSO, room BD-951, is the central repository for safe and vault combinations for AF/IN-AFIS activities located in the Pentagon and Bolling AFB. AFIS/INOI security manager complies with host-tenant agreement or sets up provisions to meet their needs.

l. AF/INA, room 4C118, is designated overnight repository for collateral classified material, through Top Secret, for transit couriers. Working hours for AF/INA are 0600 to 1700 Monday through Friday, except for holidays.

## **9. Handcarrying Classified Material:**

a. A courier letter is not required for persons handcarrying classified material between offices located in the National Capitol Region (NCR). NCR is defined as the District of Columbia; the cities of Alexandria, Fairfax, and Falls Church in Virginia; the counties of Arlington, Fairfax, Loudon, and Prince William in Virginia; Fort George G. Meade in Maryland; and the counties of Montgomery and Prince George in Maryland.

b. A record must be made of any classified material handcarried in the NCR. This may be done by recording on stayback copy, coordination copy, or by use of AF Form 310, Document Receipt and Destruction Certification.

c. DOD policy prohibits handcarrying classified material aboard commercial passenger aircraft. With adequate preplanning, the classified information can be transmitted by authorized means (i.e., military air and military chartered aircraft, by couriers aboard commercial cargo aircraft, diplomatic pouch or ARFCOS, and secure electrical communications). If an emergency arises and no authorized means of transmission is available, follow these procedures:

(1) In the United States, its Territories, and Canada:

(a) Travel orders will include a statement that the individual is designated an official courier of classified information.

(b) Individual is briefed of his or her responsibilities per AFR 205-1, paragraph 8-302.

(c) Individual has in his or her possession an original letter authorizing him or her to handcarry material. Letter is signed by an official authorized to approve travel orders.

(2) Outside the United States, its Territories, and Canada:

(a) Travel orders will include a statement that the individual is designated an official courier of classified information.

(b) Individual is briefed of responsibilities per AFR 205-1, paragraph 8-302.

(c) Request approval to handcarry classified material outside the US. Only the ACS/Intelligence (AF/IN) or Commander, Air Force Intelligence Service (AFIS/CC) can approve such requests. If time does not permit, request for approval may be done by telephone with a follow-up in writing. All requests will include information stated in AFR 205-1, paragraph 8-303b.1(AF). (A record must be kept on the number of times this authority is authorized.) This information is reported on SF Form 311, Agency Information Security Program Data Report. Program reporting is monitored by AF/INA.

## 10. Collateral Inspections and Program Reviews:

a. The AF/IN security manager monitors the AF/IN semiannual collateral security self-inspection program. A copy of the report is sent to AS/DCOS no later than 3 months prior to and no earlier than 3 months after the AS/DCOS program review.

b. AFIS ISPM conducts an annual information security program review of those activities under its jurisdiction and sends a report of the findings to the Commander, AFIS.

## 11. Top Secret Control System:

a. AF/INA monitors the overall operation of the AF/IN-AFIS Top Secret Control Accounts (TSCAs).

b. Establishment of TSCAs is limited to only those activities who routinely originate, store, receive, or dispatch Top Secret information.



c. To establish a TSCA, directors and chiefs of comparable level offices will send a letter to AF/INA giving justification, volume of Top Secret handled, and names of appointed Top Secret Control Officer (TSCO) and alternate(s), as required.

d. AF/INA publishes a roster of AF/IN-AFIS TSCOs for regularly transferring documents in person.

e. Top Secret documents destined for dispatch through the Armed Forces Courier Station (ARFCOS) are sent to the dispatching TSCO, as appropriate.

f. AF/INA monitors the annual audit and inventory of all AF/IN-AFIS TSCAs.

## 12. International Pact Organization (IPO) Material:

a. AF/INA is designated the AF/IN-AFIS control point for IPO material. As such, AF/INA is responsible for:

(1) Controlling, disseminating, and destroying all IPO material.

(2) Providing security managers, on a quarterly basis, a listing of personnel who have been granted IPO access. Security managers will review this listing and take one of the following actions:

(a) If listing is current, notify AF/INA by letter.

(b) If additional personnel require IPO access, complete AF Form 2583 and send a copy to AF/INA.

(c) If personnel no longer require IPO access, complete AF Form 2587 and tell AF/INA, by letter, the date individual(s) was debriefed.

(3) Processing AF/INA requirements for IPO material.

(4) Submitting a semiannual sighting report to the Headquarters Subregistry holdings as of 30 June and 31 December each year. The report is due not later than the 12th day of the month following the due date.

(5) Submitting a 30-day sighting report to Headquarters Subregistry for all ATOMAL documents, regardless of classification.

b. IPO documents are received from the AF/DASAS(S), Document Security Section. IPO Section documents are loaned to an activity through the Top Secret control office. TOP SECRET NATO (COSMIC) and ATOMAL documents are loaned directly to the action officer on a 30-day loan basis. The action officer must either return the COSMIC/ATOMAL documents to AF/INA within 30 days or send a letter requesting an additional 30-day retention period. Action officers will not loan these documents directly to another action officer. All transfers must be made through AF/INA.

c. Those personnel who are authorized to receive IPO material from AF/INA must send a copy of AF Form 2583, Request for Personnel Security Action.

d. All personnel who have access to COSMIC information are briefed annually per AFR 205-43, attachment 2 (USSAN Instruction 1-69, Enclosure 1 -App B). This briefing is recorded on the AF Form 2583. Each AF/IN-AFIS activity sends to AF/INA as of 31 July and 30 December, a listing of all individuals in their area of responsibility who have access to COSMIC and ATOMAL information. The listing includes name, rank or grade, date briefed, or date debriefed, as appropriate.

### **13. Codewords, Nicknames, and Exercise Terms:**

a. AF/INA is the control point for the assignment or cancellation of codewords, nicknames, and exercise terms.

b. Send requests for the assignment or cancellation of (or change to) a codeword to AF/DASAS through AF/INA. Include the information required by AFR 205-1, Appendix C, and HOI 205-1.

c. Telephone requests for the assignment of nicknames or exercise term to AF/INA at 697-6175. Upon approval of the nicknames or exercise term, the requester sends to AF/INA, a complete set of AF Form 608, Nickname Assignment/Change/Cancellation Request. One copy of the form is returned to the requester after signature.

### **14. Visits to AF/IN-AFIS Activities by US Contractors or Consultants:**

a. Visits involving collateral access:

(1) AF/INA processes requests for US contractors or consultants to visit all AF/IN-AFIS activities per INOI 200-5, and this paragraph.

(2) AF/INA verifies the visitor's collateral security clearance with the Defense Industrial Clearance Office (DISCO), central index files, and so tells the AF/IN-AFIS OPR.

(3) The AF/IN-AFIS OPR is responsible for evaluating the visit request by relating the purpose and justification of the visit to the contract and advising AF/INA of approval or disapproval of the proposed visit.

(4) If the visit is approved, no further action is required. If the visit is disapproved, AF/INA tells the contracting activity stating the reason for disapproval based on the OPR's comments.

(5) The oral, visual, and physical disclosure or release of collateral foreign intelligence to contractors or consultants visiting AF/IN-AFIS activities is done per INOI 200-5.

(6) AF/INA keeps a current record of contractor and consultant visit /authorizations.

#### 15. Intrusion Detection Alarm (IDA) System for Collateral Storage:

a. Directors and chiefs of comparable level offices using or intending to use the IDA system:

(1) Coordinate IDA system requirements with AF/INA.

(2) Appoint primary and alternate(s) responsible officers for the system by authenticating DD Form 577, Signature Card, for each appointed officer.

b. Responsible officer of each alarmed area sends to AS/DCOS, a typed and dated AFHQ Form 91, Alarmed Area Access List (AAAL), identifying persons authorized to open and close the zone. This list must be current at all times. An AAAL is classified Confidential when completed.

c. AS/DCOS issues a pass card for each individual listed on the AAAL.

d. Pass card numbers are used instead of names for routine zone actions.

e. Complete guidance for operation of an alarmed area may be obtained from AF/INA.

#### 16. Control of Collateral Special Category Material:

a. AF/INA is designated the AF/IN-AFIS control point for the following special category material:

(1) National Foreign Intelligence Board (NFIB) action papers.

(2) National Intelligence Estimates (NIE).

(3) Special National Intelligence Estimates (SNIE).

(4) RODCA Traffic.

(5) National Security Council Intelligence Directives (NSCID).

(6) Director of Central Intelligence Directive (DCID).

(7) Special Access Programs.

(8) Critical Nuclear Weapons Designs Information (CNWDI).

b. Control and dissemination is made by governing directives or the AF/IN-AFIS OPR.

**17. Clearances and Special Access:**

a. Collateral security clearances are recorded at the unit of assignment on AF Form 2583, Request for Personnel Security Action, for civilians, and Automated Security Clearance Approval System (ASCAS) roster, for military. The directorate security manager is responsible for passing collateral clearance on their individuals visiting another installation or organization. This may be done by TDY orders, written notification, or by calling the office to be visited. Include information concerning eligibility for access to special program information if special access is required for the visit.

b. Special access records are kept on AF Form 2583 by the directorate security manager.

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